

DDS&T 1419-76

11 APR 1978

MEMORANDUM FOR: Deputy Director for Science & Technology

SUBJECT: Declassification Guidelines for  
Reviewing DDS&T Permanent Records

1. This memorandum requests your concurrence with the attached Declassification Review Guidelines prepared by each of the offices of DDS&T in accordance with the requirements of Executive Order 11652, the National Security Council Implementation Directive of May 17, 1972 and relevant statutes.

2. These guidelines will be applied to all documents, information and materials originated by or attributable to the offices of this Directorate and/or functional predecessors over which each still maintains original or final authority. At present, OTS and FBIS Records Management officers and personnel are reviewing their records at [redacted] As space becomes available, other DDS&T offices will be engaged likewise in purging temporary from permanent records which action must precede declassification review.

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3. A new Executive Order replacing E.O. 11652, governing declassification, is currently undergoing final revision at the White House. One of its major provisions reduces the 30-year declassification review period to 20 years. Thus, information not identified in these guidelines as requiring review would automatically be declassified at the end of 20 full calendar years from its date of origin. This new Executive Order, after signature by the President, is not expected to be implemented until about 1 October.

S E C R E T



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4. The DDS&T Declassification Review Team is now assisting in the declassification review of NFAC and DDA records. This effort is considered of mutual benefit because it eases their work load and provides valuable experience in the early stages of this program. The undersigned, as DDS&T Focal Point Officer for Declassification, is actively engaged in developing and refining declassification review procedures for specific application of Agency guidelines in concert with DDA, NFAC, and DDO Focal Point Officers and the Information Systems Analysis Staff, DDA.

5. Since the attached guidelines appear to be all-inclusive to protect sensitive program data, sources and methods, and national security interest, it is recommended that you indicate your concurrence with the attached DDS&T guidelines approved at the office director level. These will be filed with DDA/ISAS and used by the DDS&T Declassification Team when our permanent records become available for review. If a serious question on interpretation of these guidelines arises, the matter will be referred to the appropriate DDS&T authorities for final decision.

[Redacted]  
DDS&T Declassification Officer

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Attachments - 6  
As noted

\*  
CONCUR:

[Redacted]

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*4/11/78*  
A Deputy Director for Science & Technology

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*Guidelines will be reviewed and revised as necessary when E.O. 11652 is revised.*

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[Redacted]  
Distribution:

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- Orig - Addee, w/atts (To be returned to [Redacted])  
1 - C/ISAS/DDA, w/o atts  
1 - AC/RRB/DDA, w/o atts  
1 - [Redacted]  
2 - DDS&T Registry, w/o atts

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